

SOUTHWEST

TENNESSEE COMMUNITY COLLEGE

CENTER FOR SERVICE LEARNING AND CIVIC ENGAGEMENT

Guidelines for Student's Involved in Service-Learning

This list is not intended to be exhaustive but to bring to the Southwest Tennessee Community College student's mind specific areas for their attention during the process of a Service-Learning project.

- ☑ **Be Professional** – Arrive and leave at the times you are supposed to. Dress according to the dress code of the site and situation. Clothing should always be modest, not suggestive, and without gang insignia, color, or ideation.
- ☑ **Be Clean and Neat** – Good hygiene is important for your health and well-being, for the comfort of those around you, and for the development of your professional presentation.
- ☑ **Respect Diversity** – Diversity may be found in many forms: ethnicity, culture, gender, social economic class, ideas, etc. Remember that everyone is different in some way. Try to see things from the service recipient's point of view. Notice what strengths are available in the community setting and how they may be applied to the needs of that same community.
- ☑ **Research your Service-Learning organization** – Knowing what are the important focus areas for an agency or organization will help you to better understand your Service-Learning time and shows respect and professionalism toward your site agency/organization.
- ☑ **Maintain a good attendance** - Contact your site supervisor and your instructor if circumstances arise where you will not be able to arrive on time or be present during a scheduled Service-Learning time. If you miss Service-Learning time, make arrangements to make it up as soon as possible. In some situations, missed S-L time may mean a lowered grade, failure of that portion of the class or other consequences.
- ☑ **Participate with and Maintain Professional Communication** – During your Service-Learning project, discuss concerns and questions with either your professor or your site supervisor. Resolve misunderstandings, disagreements, and concerns respectfully and quickly, before they become unmanageable.
- ☑ **CONFIDENTIALITY!** Make certain to maintain confidentiality! Do not discuss service recipients in hallways, elevators, bathrooms, or any other public place. Do not disclose confidential information. Identify and learn the policy of that agency/organization regarding what they consider confidential. Do not ever give out specific information about another person without appropriate authorization.

*Southwest Tennessee Community College
Center for Service-Learning and Civic Engagement
Contact us at: Union B210, 333-5077 and Macon P2K, 333-4704
www.southwest.tn.edu/service*